

## **Statewide Image Users Group**

DATE: 5/23/07      TIME: 9:00AM      LOCATION: 100 N. 15<sup>th</sup> Ave. Rm 303

ATTENDANCE:

AGENDA:

Lori Massegee – ADOA	1. Introductions – Lori Massegee
Patrick Quain – ADOA	2. Roles & Responsibilities <ul style="list-style-type: none"><li>- ASLAPR – Laurie Sletten</li><li>- GITA – Christy Black</li><li>- ADOA – Lori Massegee</li></ul>
Laurie Sletten – ASLAPR	3. Charter and Goals – Lori Massegee <ul style="list-style-type: none"><li>- User Input</li></ul>
Richard Pierce-Moses - ASLAPR	4. Roundtable - All
Christy Black - GITA	

### **NOTES:**

1. Lori Massegee opened the meeting with a round of introductions. 15 Divisions from 9 Agencies, Boards and Commissions were represented at the meeting!
2. Richard Pierce-Moses from AZ State Library, Archives and Public Records (ASLAPR) presented slide show on the role of ASLAPR in the Imaging Process.
3. Laurie Sletten, ASLAPR Records Management, addressed the process for requesting approval of an imaging project. She also discussed statutory requirements for protecting public records. The main goal of ASLAPR is to assist State entities in protecting official records and performing due diligence in investigating implementation of new technologies that affect those records.
4. Christy Black of the Government Information technology Agency addressed GITA's role in imaging. Some of the goals/statutory responsibilities for GITA are:
  - a. To provide direction and expectations on important e-government initiatives and IT strategies of the State as an enterprise. Leans toward the general rather than the specific.
  - b. Intended to be high level, flexible and comprehensive enough to accommodate a dynamic IT environment.
  - c. Should be established only when an initiative or strategies are expected to be pressing, or soon to be implemented. Reflects the State's culture.
5. Lori Massegee gave a brief overview of ADOA's role in the Statewide Image Users Group. ADOA would like to build and provide a centralized imaging

repository and viewing capability for any Agency, Board or Commission (or others!!) who are interested. Several factors need to be addressed as that vision moves forward such as:

- a. Work with ASLAPR to meet the requirements for becoming a “Trusted Repository”
  - b. Develop a business and funding model which will allow ADOA to recoup costs but avoid earning a profit.
  - c. Meet all pre-defined security requirements for each customer.
  - d. Provide customer relationship, vendor relationship and project management assistance for interested customers.
  - e. Facilitate an on-going forum for information exchange regarding imaging.
  - f. Incorporate a strategic overview of other State projects that may affect the various imaging solution and proposed projects.
  - g. ...and other duties as assigned
6. All attendees were solicited for feedback on the forum selected for the Image User Group meeting. Positive feedback was received. The general consensus was that this group could be very valuable as long as a variety of topics are included and communicated to attendees.
7. Overall, the meeting was very successful! ADOA, GITA and ASLAPR look forward to our next meeting, which is planned for June of 2007. More information to follow!

### **DELIVERABLES:**

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1. Copies of all presentations will be available on line in the near future – Lori Masegee/John Harrell
2. Get the word out about the Statewide Imaging Users Group! Invite contacts you have across the state to attend, recommend and participate!! – All
3. Schedule June Meeting and create/forward time, location and agenda. – Lori Masegee/John Harrell

### **FUTURE MEETING AGENDA ITEMS:**

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1. Common Location for all Imaging-Related Documentation
  - a. Resources
  - b. Frequently Asked Questions (FAQs)
  - c. Samples and Templates
2. Feedback Tools
3. Active PIJs, projects and implementations
4. Myth Busters – Revealing the truth about imaging in the State
5. SAMPLE Image Requests – One size does not fit all!

6. Brainstorming – Imaging Project Checklists
7. Brainstorming – Decision Tree on who needs to do what to get imaging projects approved
8. Workflows – How and why to document your processes
9. How does Imaging fit in to the “Big Picture”?